

# SY 2024 Year End Collection (YEC) Guidance

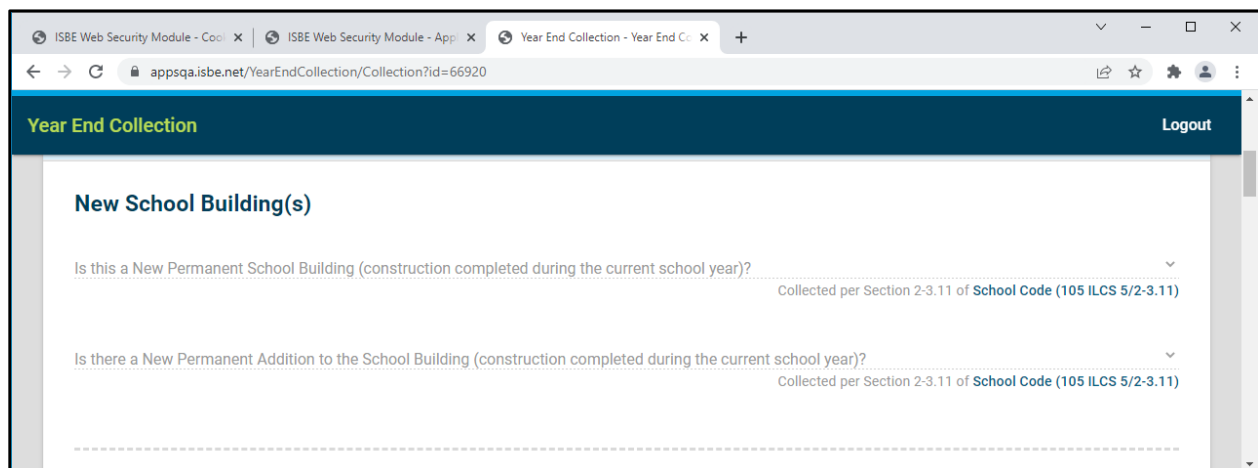
The Year End Collection (YEC) is a supplemental system for districts/schools to provide ISBE with required Report Card data that is not provided via other reporting modes. The YEC collects six pieces of information: Truant Minors, No Pass No Play, Health and Wellness, Minutes of Instruction per Week, New School Building, and Discipline. The Discipline is a new data section added in the YEC starting 2024 SY. The YEC data collection is required by statute.

The YEC is based on serving schools. All entities serving PreK-12<sup>th</sup> are required in the YEC. Any entity serving only PreK students is required for New School Building information only in the YEC.

This guidance document provides information about how to enter and submit the data in the system. The YEC system provides a batch file option that allows district to upload multiple schools in the provided template at once.

The YEC will be available for data entry on 5/15/2024. Submissions are due **July 31, 2024**.

## New School Building(s)



The screenshot shows a web browser window with the URL [appsqa.isbe.net/YearEndCollection/Collection?id=66920](https://appsqa.isbe.net/YearEndCollection/Collection?id=66920). The page title is "Year End Collection" and there is a "Logout" link in the top right. The main content area is titled "New School Building(s)" and contains two questions, each with a dropdown arrow on the right:

- Is this a New Permanent School Building (construction completed during the current school year)?  
Collected per Section 2-3.11 of School Code (105 ILCS 5/2-3.11)
- Is there a New Permanent Addition to the School Building (construction completed during the current school year)?  
Collected per Section 2-3.11 of School Code (105 ILCS 5/2-3.11)

- It is required for all schools serving grades PreK-12.
- Public, State-funded schools, Special Ed. Coops., Special Ed. Schools, and ROEs are required.
- For Q1 “New Permanent School Building”: enter new permanent school building(s) that completed construction during the school year only. If ‘Yes’, enter the school building count.
- For Q2 “New Permanent Addition to the School Building”: enter permanent additional school building(s) added to existing school building(s) that completed construction during the school year only. If ‘Yes’, enter the additional school building count.

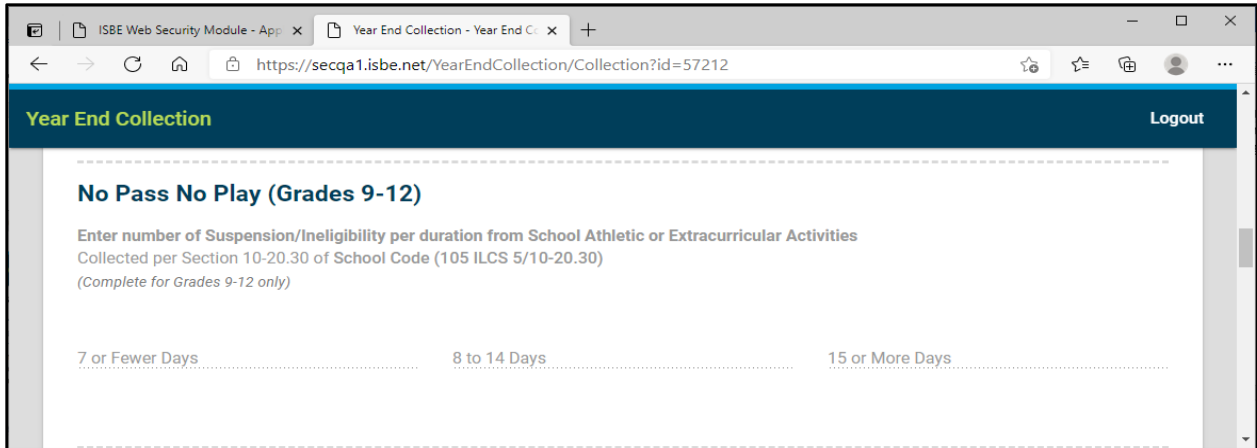
## Truant Minors

The screenshot shows a web browser window with the URL <https://secqa1.isbe.net/YearEndCollection/Collection?id=57212>. The page title is "Year End Collection" and there is a "Logout" link in the top right corner. The main heading is "Truant Minors". Below the heading, there is a section titled "Enter student count for truant minors" followed by a detailed definition of a truant minor. At the bottom of the page, there is a text input field labeled "Number of Truant Minors" and a note stating "Collected per Section 26-3d of the School Code (105 ILCS 5/26-3d)".

- Enter student count for truant minors.
- A truant minor is a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided (or offered and refused), and have failed to result in the cessation of chronic truancy.
- Truant Minors are a subset count of chronic truants. Therefore, the number of truant minors should not exceed the count of chronic truants.
- A chronic truant is a student subject to compulsory school attendance and who is absent without valid cause for 5% or more of the previous 180 regular attendance days.
- Truant Minor is required for all schools serving grades 1<sup>st</sup> -12<sup>th</sup>. An entity that serves PreK students only is not required to complete this section.
- Required schools include public schools, state funded schools, ROE programs, and Special Ed. coops/schools.
- Student attendance includes in-person instruction, remote, and e-learning days.

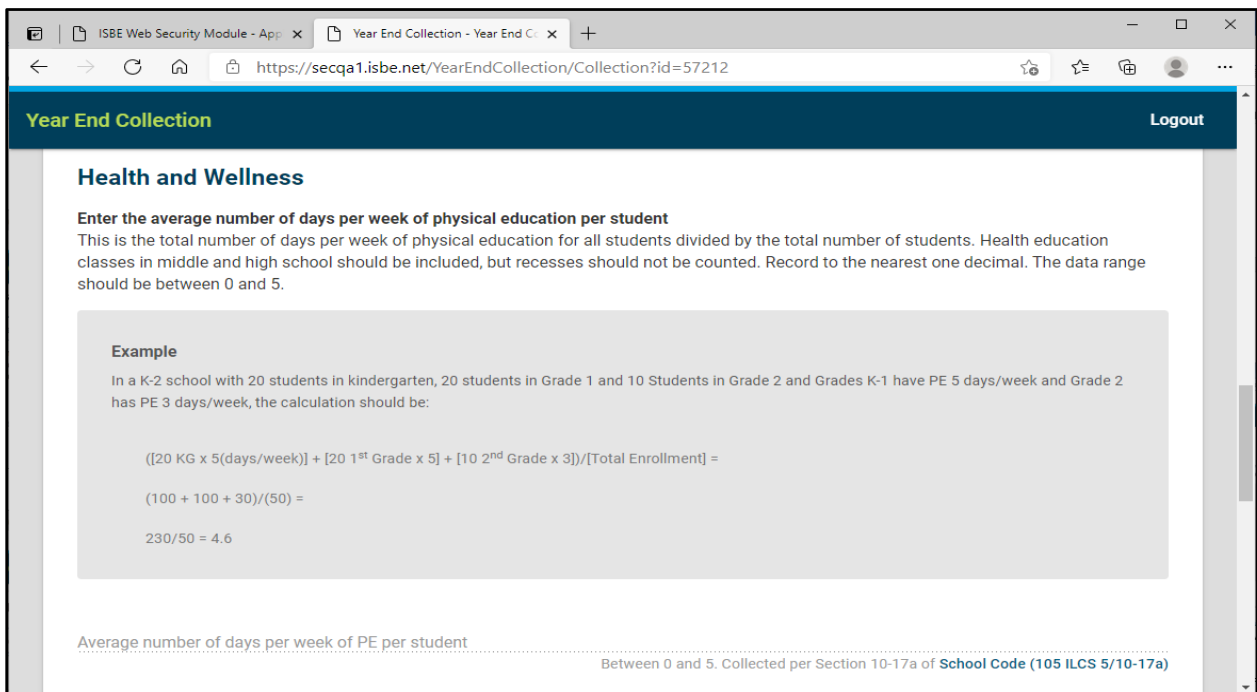
## No Pass No Play

- This metric is required for public and state funded schools serving 9<sup>th</sup>-12<sup>th</sup> grades only.
- ROE programs and Special Ed. coop/schools are not required to enter this information.
- Enter the number of Suspension/Ineligibility from school athletics or extracurricular activities based on their duration (1-7 days, 8-14 days, 15 or more days).



- Note that beginning with the 1998-99 school year, the school board of each school district that maintains any of grades 9 through 12 shall establish, implement, and enforce a uniform and consistent policy under which a student in any of those grades who fails to maintain a specified minimum grade point average or a specified minimum grade in each course in which the student is enrolled or both is suspended from further participation in any school-sponsored or school-supported athletic or extracurricular activities for a specified period or until a specified minimum grade point average or minimum grade or both are earned by the student.

## Health and Wellness



- Enter the average number of days per week of physical education per student. It is the total number of days per week of physical education for all students divided by the total number of students.

**For example:** In a K-2 school with 20 students in kindergarten, 20 students in grade 1 and 10 students in grade 2 and grades K-1 have PE 5 days/week and Grade 2 has PE 3 days/week, the calculation would be:

$$[20 \text{ KG} \times 5(\text{days/week})] + [20 \text{ 1st Grade} \times 5] + [10 \text{ 2nd Grade} \times 3] / [\text{Total Enrollment}] = \\ (100 + 100 + 30) / (50) = \\ 230 / 50 = 4.6$$

- Health education classes in middle and high school should be included, but recesses should not be included.
- Record to nearest one decimal.
- Assume 5 days per week. The data range should be between 0 and 5.
- Include Health education provided to students in different instruction formats such as in person, remote, and e-learning.
- ROE programs and Special Ed. Coop/Schools are not required to enter this information.

### **Instructional Minutes Per Week (Grades 3, 6 and 8)**

- It is required for schools serving grade levels 3, 6, and 8.
- ROE programs and Special Ed. Coop/Schools are not required to enter this information.
- Include different learning formats such as in-person, remote and e- learning instruction.
- Enter the average number of minutes allocated during the 5-day school week for instruction in mathematics, science, English, and social science at grade levels 3, 6, and 8.
- English includes time for instruction in reading, spelling, and other language arts.
- The average should reflect the average number of minutes of instruction delivered to all classes for that grade level.

**For example:** In a school with 6 third grade teachers who allocate 200, 210, 225, 190, 200 and 211 minutes to mathematics instruction per week, the average number of minutes per week would be:

$$(200+210+225+190+200+211)/6 = 206.$$

ISBE Web Security Module - App x Year End Collection - Year End Co x +  
 https://secqa1.isbe.net/YearEndCollection/Collection?id=57212 Logout

### Year End Collection

## Minutes Per Week (Grades 3, 6, and 8)

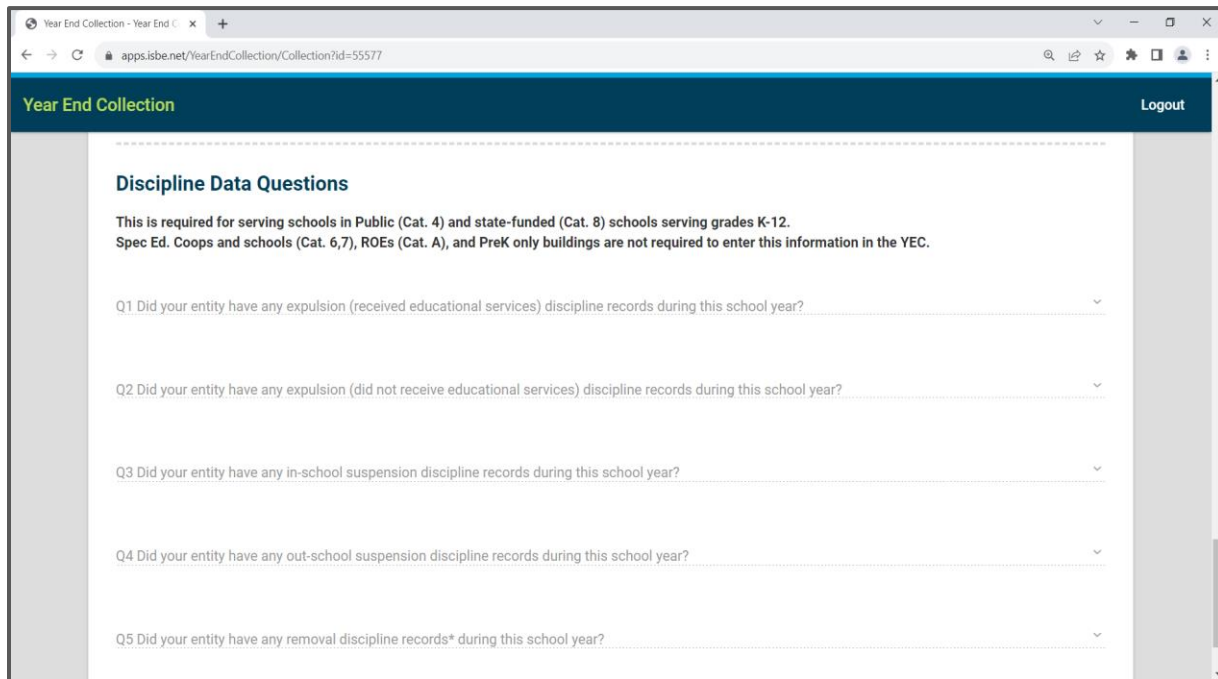
**Amount of time devoted to Mathematics, Science, English, and Social Science at Grades 3, 6, and 8**  
 Enter the average number of minutes allocated during the 5-day school week for instruction in Mathematics, English, Science and Social Science at Grade Levels 3, 6, and 8. English includes time for instruction in reading, spelling and other language arts. Averages should reflect the average number of minutes of instruction delivered to all classes for that grade level.

**Example**  
 In a school with 6 third grade teachers who allocated 200, 210, 225, 190, 200 and 211 minutes to mathematics instruction per week, the average number of minutes per week would be:  
 $(200 + 210 + 225 + 190 + 200 + 211) / 6 = 206$

#### AVERAGE NUMBER OF MINUTES PER WEEK FOR INSTRUCTION

Grade 3	Grade 6	Grade 8
Mathematics .....	Mathematics .....	Mathematics .....
Science .....	Science .....	Science .....
English .....	English .....	English .....
Social Science .....	Social Science .....	Social Science .....

## **Discipline**



The screenshot shows a web browser window with the URL `apps.isbe.net/YearEndCollection/Collection?id=55577`. The page title is "Year End Collection" and there is a "Logout" link in the top right. The main content area is titled "Discipline Data Questions" and contains the following text: "This is required for serving schools in Public (Cat. 4) and state-funded (Cat. 8) schools serving grades K-12. Spec Ed. Coops and schools (Cat. 6,7), ROEs (Cat. A), and PreK only buildings are not required to enter this information in the YEC." Below this text are five questions, each followed by a dropdown menu:

- Q1 Did your entity have any expulsion (received educational services) discipline records during this school year?
- Q2 Did your entity have any expulsion (did not receive educational services) discipline records during this school year?
- Q3 Did your entity have any in-school suspension discipline records during this school year?
- Q4 Did your entity have any out-school suspension discipline records during this school year?
- Q5 Did your entity have any removal discipline records\* during this school year?

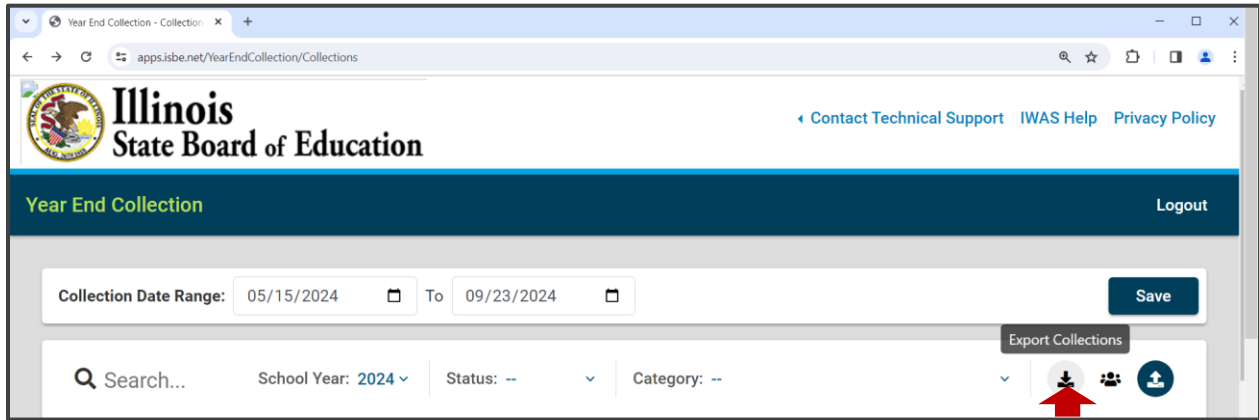
- Enter either “Yes” or “No” for all five questions (Q1-Q5) based on serving school.
- Required for Public (Cat. 4) and state-funded (Cat. 8) schools serving grades K-12.
- Spec Ed. Coops and schools (Cats 6, 7) are not required to enter this information
- ROEs (Cat. A) are not required to enter this information
- In an effort to identify which schools do not have discipline record and which schools do not submit discipline record in SIS for the relevant school year, ISBE will check this discipline data in the YEC against SIS. If those two records are not matching, ISBE will contact districts/schools to correct either SIS or YEC records.

## **Batch file Uploading**

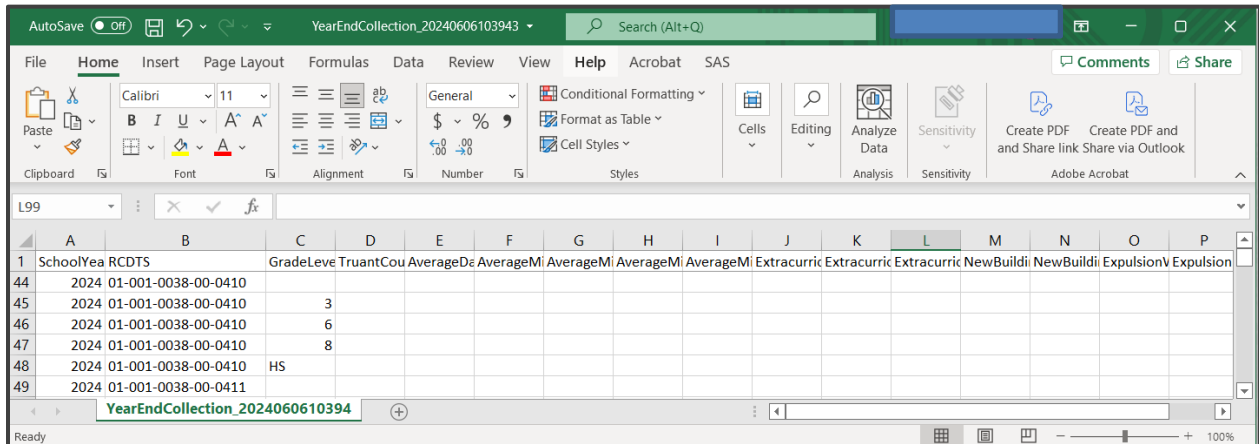
The YEC application provides an option that allows batch file uploading for districts. Note that batch file uploading is NOT required for each school. It is additional feature that allows districts with many schools to complete multiple submissions at one time.

To submit multiple schools' YEC submission at once first download the template:

1. Download template using "Export Collections" for your schools.



2. Save the template file to your local system with a new name. The template provides schools' RCDTS and grades (example below).



3. Enter your schools' data in the table.
4. Refer to the data specifications below when you enter data.

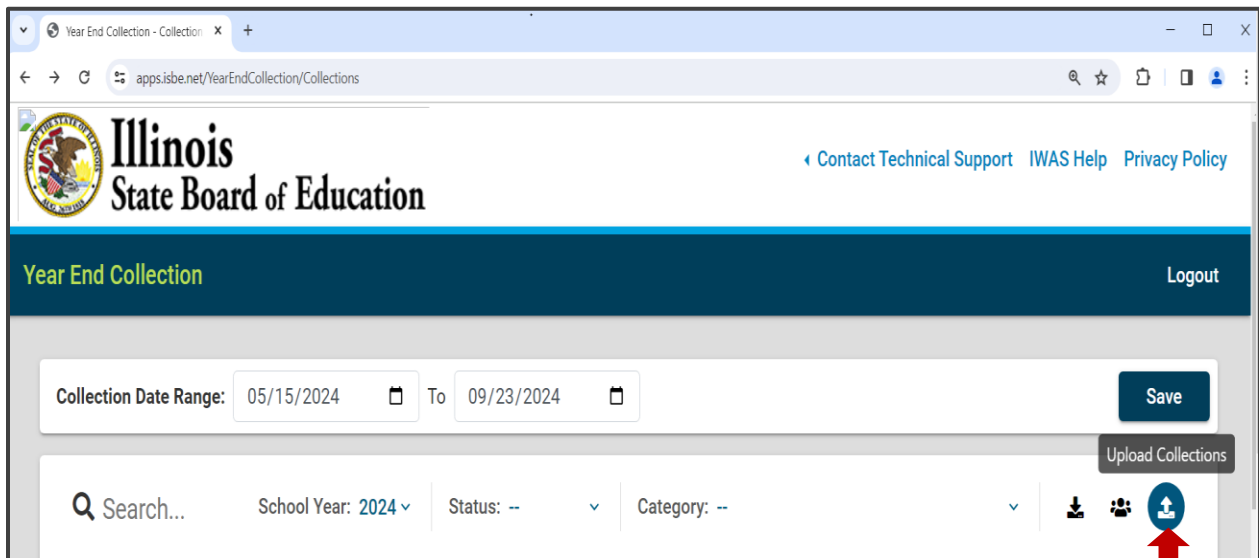
Template Variable Name	Template Values\Limits	Online Variable Name	Requirement\Grade
SchoolYear	2024	School Year	
RCDTS	15 digits	RCDTS	
GradeLevelCode	(3, 6, 8, HS)	Grade Level	
TruantCount	(between 0 and 5000)	Truant Minors	K-12th
AverageDaysPE	(between 0.0 and 5.0)	Health & Wellness	K-12th
AverageMinutesMath	(between 0 and 1000)	Minutes per week	3, 6, 8

AverageMinutesScience	(between 0 and 1000)	Minutes per week	3, 6, 8
AverageMinutesEnglish	(between 0 and 1000)	Minutes per week	3, 6, 8
AverageMinutesSocialScience	(between 0 and 1000)	Minutes per week	3, 6, 8
ExtracurricularIneligibility 1to7Days	(between 0 and 15000)	No Pass No Play	HS (9th-12th)
ExtracurricularIneligibility 8to14Days	(between 0 and 15000)	No Pass No Play	HS (9th-12th)
ExtracurricularIneligibility 15PlusDays	(between 0 and 15000)	No Pass No Play	HS (9th-12th)
NewBuildingCount	0-20	New School Buildings	PreK-12th
NewBuildingAdditionCount	0-20	New School Buildings	PreK-12th
ExpulsionWithSvcInd	(yes,no)	Expulsion with Service	K-12th
ExpulsionNoSvcInd	(yes,no)	Expulsion no Service	K-12th
InSchoolSuspInd	(yes,no)	In School Suspension	K-12th
OutSchoolSuspInd	(yes,no)	Out of School Suspension	K-12th
RemovalInd	(yes,no)	Removal	K-12th

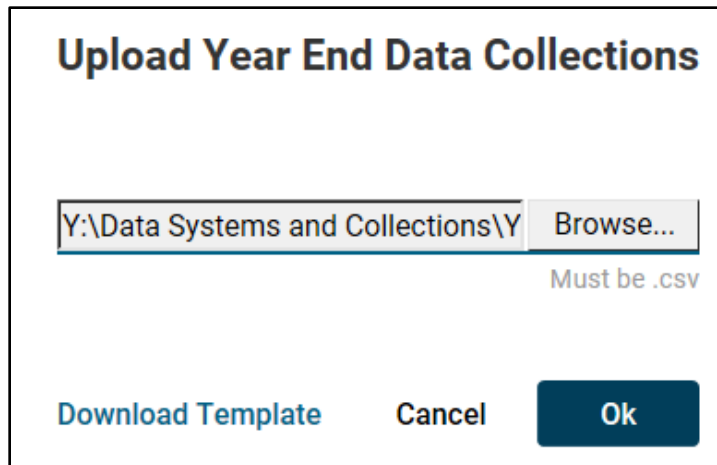
- a. DO NOT rename column names.
- b. DO NOT reorder columns.
- c. DO Review and follow the file specifications.
- d. Leave cells blank where there is no value required to enter.

5. Save your file.

6. Upload the file to the YEC application using the Uploading feature.



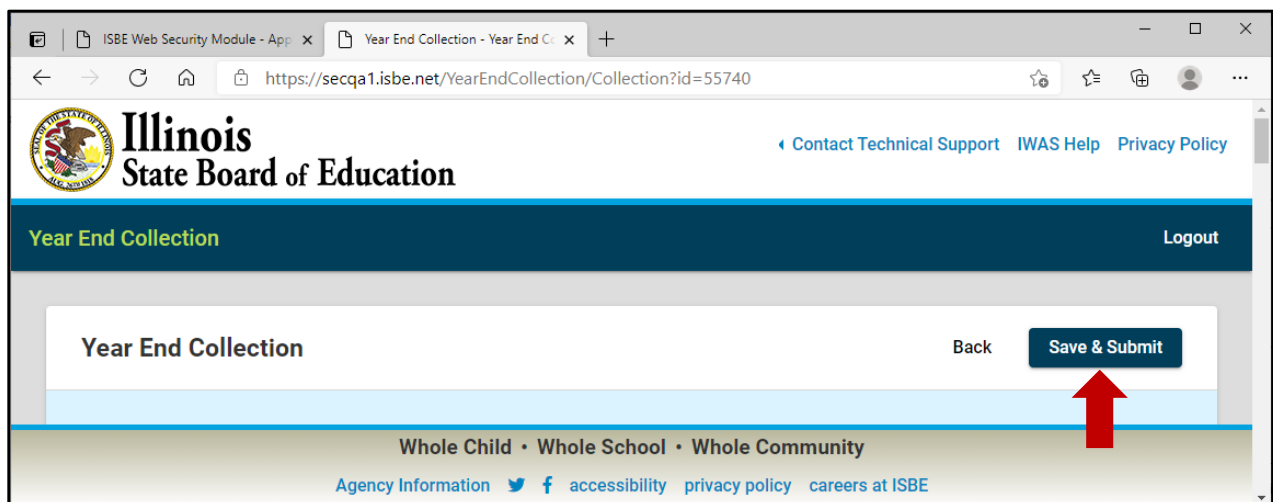




7. Submit.

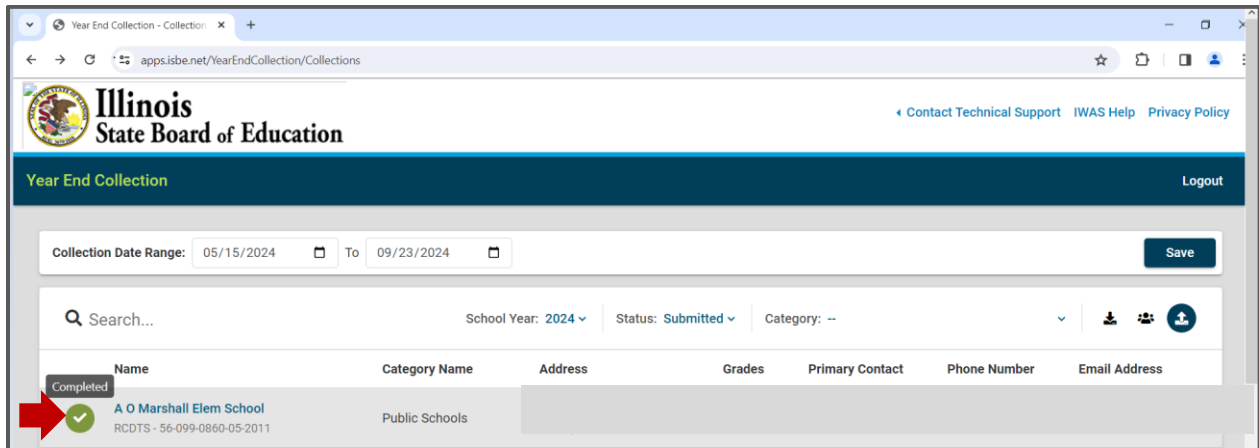
## **Submission**

1. All users are able to submit YEC data directly to the Illinois State Board of Education without their district administrator's approval.
2. Users can go back into the YEC system and adjust or correct submitted data at any time until the system closes.
3. YEC has one "Save and Submission" button. There is no additional submission button in the YEC.



4. User can verify their submission status with a green check mark  on the screen.

5. There is no system generated IWAS message confirming submission.



## Questions

1. For questions about YEC data entry and submission, please contact ISBE Data Strategies and Analytics at datahelp@isbe.net
2. If you have questions or need assistance with your login access in IWAS, please contact the ISBE Help Desk at 217-558-3600.